



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH Supervising Food and Drug Investigator

Final File Date: **July 13, 2011**

Bulletin Release Date: June 21, 2011

PROMOTIONAL ONLY

VW70 -9036 OH138



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	This is a promotional examination for the California Department of Public Health.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
HOW TO APPLY	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm. Applications may be filed in person or by mail with:</p> <p style="text-align: right;">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 552-8344 SELECTION AND CERTIFICATION SECTION</p> <p style="text-align: right;">In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by July 13, 2011, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
ORAL INTERVIEW DATE	It is anticipated that oral interviews will be scheduled during July 2011, and in such locations throughout the state as the number of candidates and conditions warrant.
IDENTIFICATION REQUIREMENT	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE(S)	\$5369 - \$6802 per month.
EMPLOYEE BENEFITS	<p>In addition to the salary above the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> ● Health, Dental, and Vision ● Cash Benefit Programs ● Disability Insurance ● Work, Home, and Family ● Beneficiary and Survivor Benefits ● Awards ● Retirement and Separation Benefits ● Flexible Schedules ● Public Transit Reimbursement (limits apply) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>

POSITION DESCRIPTION	<p>This is the full supervisory level of the series. Incumbents plan, organize, and direct the activities of the personnel assigned to a geographical area in a region. They supervise the conduct of the investigation and inspection work carried out in development of policies and procedures affecting their area of assignment. Incumbents select, train, and evaluate all staff in their district in all program functions.</p> <p>Positions exist with the California Department of Public Health statewide.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by July 13, 2011, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Either I Two years of experience performing the duties of a Senior Food and Drug Investigator in the California state service.</p> <p>Or II Four years of experience performing the duties of a Food and Drug Investigator, Range B, in the California state service.</p> <p>Or III Six years of professional food and drug experience including at least three years of administrative or supervisory responsibilities performing the duties of a registered sanitarian, food and drug inspector, or food or drug technologist in public agencies or private industry responsible for the application of Good Manufacturing Practice. and</p> <p>Education: Equivalent to graduation from college with at least 30 semester hours of college courses in one or a combination of bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science. (Up to 15 semester hours in criminal justice may be credited toward 15 of the 30 total required above.)</p>
GENERAL QUALIFICATIONS	<p>In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.</p>
COMMISSION REQUIREMENTS:	<p>Eligibility for the United States Food and Drug Administration (FDA) Commission to receive and review FDA documents (all articles) as required for appointment to position.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
INTERVIEW SCOPE	<p>In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Basic scientific principles and methods. 2. General trends in current public health and safety problems related to the food and drug field 3. State and Federal laws and regulations pertaining to the canning of foods, health fraud, product safety and the manufacture, distribution and sale of foods, drugs, medical devices, cosmetics, and hazardous substances.

	<ol style="list-style-type: none"> 4. Methods commonly used in the manufacturing, preparation, testing, compounding, packaging and selling of food and drug products subject to State and Federal laws and regulations. 5. Sanitation of foods, drugs, and related manufacturing plants. 6. Epidemiology, pharmaceutical chemistry, bacteriology, food technology, vector control. 7. Engineering principles, investigative and enforcement procedures and techniques. 8. Rules of evidence. 9. General concepts of civil case law related to food and drug regulatory work. 10. General organization and purposes of the California Department of Public Health. 11. Adulterants used in the food and drug field. 12. Standards established for food, drug and related products. 13. Policies of related enforcement agencies; and technical changes and advances in regulated industries. 14. Administrative policies and procedures. 15. The Department's Equal Employment Opportunity objectives. 16. A supervisor's role in the Equal Employment Opportunity program and the processes available to meet equal employment opportunity objectives. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Make routine inspections and investigations. 2. Interpret and apply State laws, rules, and regulations. 3. Analyze data and field situations. 4. Present ideas and information both orally and in writing. 5. Develop and maintain effective working relationship with the public and those contacted during the course of business. 6. Work independently. 7. Draw valid conclusions. 8. Make quick and accurate decisions. 9. Take effective action and prepare clear and comprehensive reports. 10. Physically perform duties of the class. 11. Plan, organize, direct and coordinate food, drug, medical device, cosmetics, health fraud, product safety, hazardous substances or food canning inspection and investigation work. 12. Conduct hearings. 13. Interpret the analysis of regulated products, devices, and substances. 14. Effectively supervise subordinate personnel. 15. Train and evaluate personnel in the various phases of inspection and investigation work. 16. Develop, implement, and evaluate programs. 17. Effectively contribute to the Department's Equal Employment Opportunity objectives.
SPECIAL PERSONAL CHARACTERISTICS	Require a minimum age of 18 years for appointment; good moral character as determined by thorough background investigation, which includes fingerprinting; possession of a valid California drivers license; aptitude for investigative and law enforcement work; color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; ability to hear within the speech range with or without an aid; tact; patience; substantial self-reliance; ability to work independently; capacity for development of skills and abilities; and willingness to travel.
CITIZENSHIP REQUIREMENT	Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.
FELONY DISQUALIFICATION	Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, any position in this classification.
FIREARM CONVICTION DISQUALIFICATION	Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

BACKGROUND INVESTIGATION	Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a California Department of Public Health background investigation may be required to undergo an additional background investigation.
MEDICAL REQUIREMENT	Pursuant to Government Code Section 1031, a person appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.
DRUG TESTING REQUIREMENT	Applicants for positions in the California Department of Public Health are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)
TRAINING REQUIREMENTS	Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.
ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
VETERANS PREFERENCE	Veterans preference credits are not granted in promotional examinations.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>